

## MODULE 1A

**MEETING PEOPLE****Lesson 1. Dictation**

- |          |              |           |
|----------|--------------|-----------|
| 1. see   | 2. hasn't it | 3. lately |
| 4. quite | 5. Keeping   | 6. on     |
| 7. bit   | 8. older     | 9. same   |

**Lesson 1. Vocabulary Building**

- |                  |               |                     |
|------------------|---------------|---------------------|
| 1. on purpose    | 2. feel like  | 3. concern yourself |
| 4. make a speech | 5. Instead of | 6. for pleasure     |
| 7. get worse     | 8. rain check | 9. regards          |
| 10. awake        | 11. small     | 12. barge in        |

**Lesson 2. Dictation**

- |              |               |              |
|--------------|---------------|--------------|
| 1. sales     | 2. introduce  | 3. mentioned |
| 4. colleague | 5. Department | 6. about     |
| 7. meeting   | 8. name       |              |

**Lesson 2. Vocabulary Building**

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|-----------------|--------------|------------------|
| 1. been up to   | 2. Long time | 3. ages          |
| 4. with you     | 5. on my way | 6. have to go    |
| 7. got to go    | 8. got to be | 9. very good     |
| 10. meeting you | 11. travels  | 12. get together |

## MODULE 1B

**GREETING PEOPLE****Lesson 1. Dictation**

- |            |             |          |
|------------|-------------|----------|
| 1. trouble | 2. pleasure | 3. help  |
| 4. kind    | 5. accident | 6. minor |
| 7. ok      | 8. glad     |          |

**Lesson 1. Vocabulary Building**

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|----------|------------|----------------|
| 1. shine | 2. at home | 3. experienced |
|----------|------------|----------------|

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|--------------------------|------------|-------------------|
| 4. comfortable           | 5. clothes | 6. make it        |
| 7. slight                | 8. coffee  | 9. involved in    |
| 10. nothing to be gained |            | 11. Please accept |
| 12. previous engagement  |            |                   |

**Lesson 2. Dictation**

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|-------------------|--------------|------------------|
| 1. for everything | 2. thank you | 3. for your help |
| 4. great help     | 5. too good  | 6. to say so     |
| 7. pleasure       | 8. anything  |                  |

**Lesson 2. Vocabulary Building**

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|---------------------|--------------------|-------------------|
| 1. manager          | 2. a long way      | 3. come out       |
| 4. Good luck        | 5. fingers crossed | 6. best of luck   |
| 7. Congratulations  | 8. coming along    | 9. one step ahead |
| 10. a lot of credit | 11. deserve        | 12. admire you    |

**MODULE 2A**

**WORKING IN THE OFFICE**

**Lesson 1. Dictation**

- |          |           |             |
|----------|-----------|-------------|
| 1. along | 2. 70%    | 3. tomorrow |
| 4. least | 5. before | 6. effort   |

**Lesson 1. Vocabulary Building**

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|------------------|-----------------|-------------------------|
| 1. reply         | 2. union        | 3. by tomorrow          |
| 4. no later than | 5. raise        | 6. discretion           |
| 7. drop by       | 8. about 70%    | 9. a little earlier     |
| 10. by halves    | 11. get it done | 12. According to rumors |

**Lesson 2. Dictation**

- |           |               |             |
|-----------|---------------|-------------|
| 1. stand  | 2. turnaround | 3. deadline |
| 4. urgent | 5. work       | 6. Jot      |
| 7. fill   | 8. check      |             |

**Lesson 2. Vocabulary Building**

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|---------------------|-----------------|-----------------------|
| 1. much earlier     | 2. as soon as   | 3. is set             |
| 4. report           | 5. done by      | 6. look over          |
| 7. once-over        | 8. for yourself | 9. much to be desired |
| 10. behind schedule | 11. to catch up | 12. too many things   |

**MODULE 2B****WORKING TOGETHER IN THE OFFICE****Lesson 1. Dictation**

- |           |             |            |
|-----------|-------------|------------|
| 1. from   | 2. am       | 3. Company |
| 4. matter | 5. asked    | 6. right   |
| 7. meet   | 8. schedule |            |

**Lesson 1. Vocabulary Building**

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|----------------|--------------------|---------------------|
| 1. background  | 2. fringe benefits | 3. on my way home   |
| 4. to set up   | 5. branches        | 6. handle           |
| 7. via         | 8. of the matter   | 9. paid vacation    |
| 10. Instead of | 11. an eye upon    | 12. unaccustomed to |

**Lesson 2. Dictation**

- |              |               |             |
|--------------|---------------|-------------|
| 1. place     | 2. convenient | 3. expect   |
| 4. available | 5. drop       | 6. schedule |
| 7. free      | 8. around     | 9. today    |
| 10. best     |               |             |

**Lesson 2. Vocabulary Building**

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|------------------|------------------------|-----------------|
| 1. straight over | 2. drop by as          | 3. come down    |
| 4. stop by       | 5. in the neighborhood | 6. for a moment |
| 7. shall         | 8. half way            | 9. Today        |
| 10. any time     | 11. a little earlier   | 12. it'll take  |

**POWER VOCABULARY QUIZ**

- |         |         |         |
|---------|---------|---------|
| 1. (a)  | 2. (b)  | 3. (a)  |
| 4. (c)  | 5. (b)  | 6. (a)  |
| 7. (c)  | 8. (c)  | 9. (a)  |
| 10. (a) | 11. (b) | 12. (c) |
| 13. (a) | 14. (c) | 15. (b) |
| 16. (c) | 17. (a) | 18. (a) |
| 19. (b) | 20. (c) |         |

**BUSINESS TELEPHONING**

**Lesson 1. Dictation**

- |          |             |            |
|----------|-------------|------------|
| 1. Hello | 2. speaking | 3. you     |
| 4. about | 5. calling  | 6. project |
| 7. shall |             |            |

**Lesson 1. Vocabulary Building**

- |                  |                 |                  |
|------------------|-----------------|------------------|
| 1. connect       | 2. on behalf of | 3. transfer      |
| 4. right person  | 5. referred me  | 6. expect him    |
| 7. have him call | 8. out of town  | 9. shortly       |
| 10. are you with | 11. speak to    | 12. in reference |

**Lesson 2. Dictation**

- |              |              |           |
|--------------|--------------|-----------|
| 1. Extension | 2. may       | 3. just   |
| 4. minute    | 5. disturb   | 6. bother |
| 7. hold      | 8. yesterday | 9. answer |
| 10. return   |              |           |

**Lesson 2. Dictation**

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|---------------|------------|---------------|
| 1. do for you | 2. calling | 3. forward to |
|---------------|------------|---------------|

- |                  |                 |                  |
|------------------|-----------------|------------------|
| 4. thinking of   | 5. out of touch | 6. Which         |
| 7. by the name   | 8. manager      | 9. overseas      |
| 10. like to make | 11. give me     | 12. outside line |

## MODULE 3B

### BUSINESS TELEPHONING

#### Lesson 1. Dictation

- |            |            |             |
|------------|------------|-------------|
| 1. fax     | 2. working | 3. finished |
| 4. waiting | 5. thing   | 6. check    |

#### Lesson 1. Vocabulary Building

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|------------------------|--------------------|-----------------|
| 1. long distance       | 2. calling to ask  | 3. put on hold  |
| 4. right in the middle | 5. will be         | 6. out of order |
| 7. in a rush           | 8. got sidetracked | 9. going dead   |
| 10. located            | 11. stepped out    | 12. tied up     |

#### Lesson 2. Dictation

- |            |         |              |
|------------|---------|--------------|
| 1. do      | 2. help | 3. about     |
| 4. regard  | 5. mind | 6. regarding |
| 7. calling | 8. keep |              |

#### Lesson 2. Vocabulary Building

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|---------------------|----------------------|------------------|
| 1. best person      | 2. last time         | 3. in charge     |
| 4. feel free        | 5. taken up          | 6. coming along  |
| 7. got done         | 8. How much          | 9. definite date |
| 10. take care of it | 11. get to the point | 12. favor        |

## MODULE 4A

### NEGOTIATING & CONTRACTING

#### Lesson 1. Dictation

- |                  |             |           |
|------------------|-------------|-----------|
| 1. manufacturers | 2. figures  | 3. ahead  |
| 4. share         | 5. mistaken | 6. branch |
| 7. discuss       |             |           |

#### Lesson 1. Vocabulary Building

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|------------------------|----------------------|-----------------|
| 1. renewed             | 2. draw up           | 3. shortage     |
| 4. confirm             | 5. revolutionize     | 6. squeeze      |
| 7. point of compromise | 8. market research   | 9. sales are up |
| 10. for review         | 11. overall strategy | 12. discrepancy |

#### Lesson 2. Dictation

- |                  |                 |                 |
|------------------|-----------------|-----------------|
| 1. established   | 2. founded      | 3. incorporated |
| 4. affiliated    | 5. relationship | 6. venture      |
| 7. joint         | 8. employees    | 9. temporary    |
| 10. subsidiaries |                 |                 |

#### Lesson 2. Vocabulary Building

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|-----------------|------------------|------------------------|
| 1. field        | 2. specialize in | 3. imports and exports |
| 4. capital      | 5. performance   | 6. margin of profit    |
| 7. annual sales | 8. percentage    | 9. market share        |
| 10. go public   | 11. growth       | 12. stock exchange     |

## MODULE 4B

### NEGOTIATING & CONTRACTING

#### Lesson 1. Dictation

- |              |              |               |
|--------------|--------------|---------------|
| 1. introduce | 2. advantage | 3. convenient |
| 4. easily    | 5. different | 6. redesigned |
| 7. feedback  | 8. demand    | 9. hit        |

**Lesson 1. Vocabulary Building**

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|-------------------|------------------------|-----------------------|
| 1. sparked        | 2. features            | 3. lifetime guarantee |
| 4. design changes | 5. buying frenzy       | 6. overstocked        |
| 7. double-check   | 8. by no means         | 9. an edge on         |
| 10. unassembled   | 11. first and foremost | 12. doing business    |

**Lesson 2. Dictation**

- |                |                |                |
|----------------|----------------|----------------|
| 1. model       | 2. demand      | 3. features    |
| 4. improvement | 5. information | 6. drastically |
| 7. reduced     | 8. percent     |                |

**Lesson 2. Vocabulary Building**

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|---------------------------|-------------------|----------------------|
| 1. product demonstrations |                   | 2. in print          |
| 3. specifications         | 4. sending us     | 5. Would you mind    |
| 6. right person           | 7. to take a tour | 8. full lineup       |
| 9. top-of-the-line        | 10. overseas      | 11. our best-selling |
| 12. longtime sellers      |                   |                      |

**MODULE 3A-4B****POWER VOCABULARY QUIZ**

- |         |         |         |
|---------|---------|---------|
| 1. (a)  | 2. (b)  | 3. (c)  |
| 4. (c)  | 5. (b)  | 6. (c)  |
| 7. (c)  | 8. (c)  | 9. (b)  |
| 10. (c) | 11. (a) | 12. (b) |
| 13. (a) | 14. (c) | 15. (c) |
| 16. (a) | 17. (a) | 18. (b) |
| 19. (c) | 20. (c) |         |